

ROBINSON HISTORIC DISTRICT

CERTIFICATE OF APPROPRIATENESS REVIEW

Changes to the exterior, beyond normal maintenance, new construction, additions, and outbuildings require review by the Historic District Commission

Proposed changes to the exterior of existing structures, beyond normal maintenance, new construction, additions to existing structures, and outbuildings within the Robinson Historic District are required to obtain approval by the Conway Historic District Commission (HDC). Building permits may be required after approval by the HDC. All requirements/conditions made by the HDC must be completed before the final building inspection.

Procedure

1. Application

- A. **Filing Fee:** None is required at this time.
- B. **Certificate of Appropriateness Application:** The completed application must be submitted to the Planning & Development Department **no less than 15 days prior to the public hearing.** (*The HDC typically meets at 6:00 pm on the fourth Monday of each month. Refer to attached Historic District Commission Meeting Schedule.*)
- C. **Site Plan:**
 - 1. Site plan, drawn to scale, of the proposed property and improvements. Site plan must include (a) footprint of existing buildings/proposed additions/proposed outbuildings; (b) significant trees over 8" in diameter; (c) proposed driveways/parking areas/sidewalks (existing or proposed)
 - 2. Building elevations (side views) of proposed structure, outbuilding, or addition
 - 3. Pictures of existing property and adjacent properties
 - 4. Specifications, materials list, material samples, etc. may also be submitted to aid the HDC in making a proper determination.
- D. **Building Elevations:** Submit side views of any proposed structures, outbuildings, or additions.
- E. **Pictures:** Submit pictures of existing and adjacent properties.

2. Public Notifications

- A. **Public Hearing Sign [applicant is only responsible for sign]:** The applicant must post one or more public hearing sign on the subject property, on or near the front property line, clearly visible by and unobstructed to the passing general public, **no less than 15 days prior to the public hearing.** The sign must remain on the property until the HDC design review is complete. The disposable sign may be obtained from the Planning & Development Department for \$7.50.
- B. **First-Class mail letters and/or signatures:** City staff, on behalf of the HDC, will notify all property owners within 200 feet of the subject property of the date, time, and location of the design review meeting by first-class mail letter no less than 15 days prior to the public hearing.
- C. **Website:** City staff, on behalf of the HDC, will place a notice of public hearing on the [Historic District Commission section](#) of www.cityofconway.org, appearing at least 15 days prior to the public hearing. The notice will include that a design review is being sought; the location of the proposed construction; and the time, date, location of the public hearing.

At the design review meeting, the HDC will approve the submitted design, deny the submitted design, or approve with changes the submitted design. Any decision by the Conway Historic District Commission may be appealed to the Circuit Court of Faulkner County, Arkansas Council within 30 days of the HDC's decision.

This handout does not cover the design specifications for the Asa P. Robinson Historic District, merely the application procedure. For design guidelines refer to the [Robinson Historic District Guidelines](#) available at www.cityofconway.org.

Checklist of Items for Design Review

- ☐ **Application for Certificate of Appropriateness**- filed with the Planning & Development Department **no less than 15 days prior to the public hearing.**
- ☐ **Site plan** - of proposed property and improvements, drawn to scale and incorporating elements required by Procedure Item 1.C; filed with the Planning & Development department **no less than 15 days prior to the public hearing.**
- ☐ **Building Elevations** - side views of any proposed structures, outbuildings, or additions filed with the Planning & Development department **no later than 15 days prior to the public hearing.**
- ☐ **Pictures** - of existing and adjacent properties filed with the Planning & Development department **no later than 15 days prior to the public hearing.**
- ☐ **Additional Materials** - that applicant believes would aid the HDC, i.e. specifications, materials list and/or samples, etc.
- ☐ **Sign** - the disposable sign can be obtained from the Planning & Development department for \$7.50 and must be posted on the subject property **no less than 15 days prior to the public hearing.**
- ☐ Conway Historic District Commission bylaws require a **representative for each request be present at the HDC meeting.** If no representative is present, the request will be held in committee until the next monthly meeting.

Submit the following (based on project type)

For alteration, restoration, rehabilitation, or preservation of existing structure:

1. Accurate (scaled) sketch, photograph or drawing of each elevation where changes are proposed, showing existing appearance and proposed changes.
2. Description of materials to be used on exterior surfaces and details including, but not limited to, masonry walls, fences, light fixtures, steps and paving, other appurtenant fixtures, or other elements of exterior architectural features **viewable from the public right of way.** Samples may be requested.

For new construction:

1. Accurate (scaled) sketch of all elevations showing proposed appearance.
2. Photos of existing property and adjacent properties to establish the relationship to adjacent and nearby buildings.
3. Description of materials to be used including all exterior surfaces and details.
4. Site plan including footprint of existing buildings, proposed additions, proposed outbuildings; significant trees over 8" in diameter; proposed driveways, parking areas, and sidewalks (existing or proposed).

For demolition:

1. Current photographs of each elevation.
2. Current evaluation by professional architect and/or engineer.
3. Demolition cost estimate.

For moving a building into or out of the Historic District:

1. Current photograph of building in current location and of proposed site. (A building moving permit must also be sought from the Conway Planning Commission.)

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
ROBINSON HISTORIC DISTRICT
Conway Historic District Commission
City of Conway, Arkansas**

Property Address: _____

APPLICANT

Applicant Name: _____

Address: _____ Phone: _____

_____ Email: _____

OWNER (If applicant is not property owner)

Owner Name: _____

Address: _____ Phone: _____

_____ Email: _____

ARCHITECT/ENGINEER/CONTRACTOR

Name: _____ Name: _____

Role: _____ Role: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Original use of property: _____

Current use of property: _____

Description of proposed work: _____

attach additional pages as needed

Estimated period of construction: _____

Estimated cost of the project: _____

Applications should include any and all information which may be helpful during review by the HDC. These items are described in Procedure Items 1.C-E.

A Certificate of Appropriateness is effective immediately upon issuance. Necessary building permits must be issued within 12 months of the approval date. Once expired, a project must be resubmitted for approval. Any work done outside the scope of the Certificate of Appropriateness renders it null and void. Violations of this ordinance constitute a misdemeanor and violators found guilty shall be fined \$10 to \$500 per violation. Each day that a violation continues to exist shall constitute a separate offense. (Ordinance O-04-43)

I hereby certify that I am the owner, agent of the owner, or other person in control of the property and that the information given herein, and as shown on the certificate of appropriateness application is true and that I am authorized to obtain this certificate of appropriateness. I understand that if the construction for which this certificate of appropriateness is issued is contrary to the requirement of Conway codes or regulations, violations must be corrected. Approval by the Historic District Commission does not excuse the owner or agent from compliance with any and all other applicable city policies, ordinances, or building codes. Responsibility for identifying such policies, ordinances, or building codes is that of the applicant, owner, or agent.

Signature of Applicant

Date



2016 SCHEDULED MEETING DATES

<u>MONTH</u>	<u>MEETING DATE</u>	<u>SUBMISSION DEADLINE</u>
January	Monday, January 25	Friday, January 8
February	Monday, February 22	Friday, February 5
March	Monday, March 28	Friday, March 11
April	Monday, April 25	Friday, April 8
May	Monday, May 23	Friday, May 6
June	Monday, June 27	Friday, June 10
July	Monday, July 25	Friday, July 8
August	Monday, August 22	Friday, August 5
September	Monday, September 26	Friday, September 9
October	Monday, October 24	Friday, October 7
November	Monday, November 28	Thursday, November 10
December	Wednesday, December 28 ¹	Friday, December 9

Conway Historic District Commission meetings begin at 6:00 pm typically on the fourth Monday of each month and are held in the first floor conference room of City Hall at 1201 Oak Street, Conway, Arkansas. The agenda with supporting information for each meeting is posted at <http://www.cityofconway.org/pages/conway-historic-district-commission/>

¹ Meeting moved due to Christmas Day Observance